




THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

November 30, 2016

MEMORANDUM

TO : ALL Department, Programs and Branches
THE NAVAJO NATION

FROM : 
Rita Jim, Office Specialist
Shiprock Fleet Management Department

SUBJECT : **WRIGHT EXPRESS ORIENTATION**

All Navajo Nation employees who have NOT received a PIN number for the Wright Express card will need to attend the following scheduled orientations. This also applies to employees who had their PIN number terminated due to misuse of the Wright Express fuel card or had their PAF processed for termination and have been rehired. Consequently, re-orientation is mandatory with a processed PAF plus an updated Navajo Nation permit. The orientation will present the usage of fuel cards according to the Fleet Management Policy and Procedures. Each employee attending the orientation will be issued a PIN number or have their PIN number re-activated. The orientation will also present the Preventive Maintenance Services for Navajo Nation vehicles.

The orientation will start approximately **10:00 a.m. at Shiprock Fleet Management, Conference Room**. The following dates for the Shiprock Fleet Management WEX Orientations are:

- **January 10, 2017**
- **March 7, 2017**
- **May 9, 2017**
- **July 11, 2017**
- **September 12, 2017**
- **November 14, 2017**

To sign up for the orientation or have questions concerning the orientation, contact me at **(505)368-1195**.

XC:SHIPROCK FLEET MANAGEMENT
WINDOW ROCK FLEET MANAGEMENT
ALL DEPARTMENTS AND PROGRAMS

FLEET MANAGEMENT DEPARTMENT • SHIPROCK SERVICE CENTER

P.O. Box 3670 • East US Highway 64 • Shiprock, New Mexico 87420 • Phone: (505)368-1195/1258 • Fax: (505)368-1199

www.fleet.navajo-nsn.gov



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Wright Express Orientations

Schedule for 2017

Orientation is given by Fleet Management Department. The Wright Express fuel card is available for fueling Navajo Nation Vehicles for traveling off the Navajo Nation or if stationed more than 30 miles away from Fleet Management bulk fueling station. To use the Wright Express card, Navajo Nation employees need a PIN number.

Navajo Nation employees who have not received a PIN number or had their PIN terminated due to misuse, need to sign up and attend one of the following Wright Express orientation:

Date:	Location:
Tuesday, January 10, 2017	Shiprock, NM
Wednesday, January 18, 2017	Crownpoint, NM
Thursday, January 19, 2017	Tuba City, AZ
Wednesday, January 25, 2017	Chinle, AZ
Thursday, February 16, 2017	Tuba City, AZ
Thursday, February 16, 2017	Window Rock, AZ
Wednesday, February 22, 2017	Chinle, AZ
Tuesday, March 07, 2017	Shiprock, NM
Wednesday, March 15, 2017	Crownpoint, NM
Thursday, March 16, 2017	Tuba City, AZ
Wednesday, March 29, 2017	Chinle, AZ
Thursday, April 13, 2017	Window Rock, AZ
Thursday, April 20, 2017	Tuba City, AZ
Wednesday, April 26, 2017	Chinle, AZ
Tuesday, May 09, 2017	Shiprock, NM
Wednesday, May 17, 2017	Crownpoint, NM
Thursday, May 18, 2017	Tuba City, AZ
Wednesday, May 24, 2017	Chinle, AZ
Thursday, June 15, 2017	Tuba City, AZ
Thursday, June 15, 2017	Window Rock, AZ
Wednesday, June 28, 2017	Chinle, AZ
Tuesday, July 11, 2017	Shiprock, NM

Date:	Location:
Wednesday, July 12, 2017	Crownpoint, NM
Thursday, July 20, 2017	Tuba City, AZ
Wednesday, July 26, 2017	Chinle, AZ
Wednesday, July 26, 2017	Chinle, AZ
Wednesday, August 16, 2017	Crownpoint, NM
Thursday, August 17, 2017	Tuba City, AZ
Thursday, August 17, 2017	Window Rock, AZ
Wednesday, August 30, 2017	Chinle, AZ
Tuesday, September 12, 2017	Shiprock, NM
Thursday, September 21, 2017	Tuba City, AZ
Wednesday, October 18, 2017	Crownpoint, NM
Thursday, October 19, 2017	Tuba City, AZ
Thursday, October 19, 2017	Window Rock, AZ
Wednesday, October 25, 2017	Chinle, AZ
Tuesday, November 14, 2017	Shiprock, NM
Thursday, November 16, 2017	Tuba City, AZ
Wednesday, November 29, 2017	Chinle, AZ
Wednesday, December 13, 2017	Crownpoint, NM
Thursday, December 14, 2017	Window Rock, AZ
Thursday, December 21, 2017	Tuba City, AZ
Wednesday, December 27, 2017	Chinle, AZ

To sign up for Orientation or have questions contact the following:

Contact Office :	Phone:	Start time:	Place:
Window Rock Fleet Management Contact: Vivian Begay	(928)871-6426	9:00 a.m.	Window Rock Fleet Management Conference Room
Shiprock Fleet Management Contact: Rita Jim	(505)368-1195	10:00 a.m.	Shiprock Fleet Management Conference Room
Crownpoint Fleet Management Contact: Verna Yazzie	(505)786-2270	10:00 a.m.	Crownpoint Water Resource Conference Room (or) Crownpoint Corrections Facility Training Center
Chinle Fleet Management Contact: Keith Gonnie	(928)674-2204	10:00 a.m.	Chinle Fleet Management Conference Room
Tuba City Fleet Management Contact: Delva Lister	(928)283-3368	9:00 a.m.	Location is to be Announced

DIVISION OF GENERAL SERVICES • FLEET MANAGEMENT DEPARTMENT

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